

## Child Safeguarding Statement Carrigallen Vocational School

Carrigallen Vocational School is a post-primary school providing post-primary education to pupils from First Year to Leaving Certificate Year.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the *Child Protection Procedures for Primary and Post Primary Schools 2017* and *Tusla Guidance on the preparation of Child Safeguarding Statements*, the Board of Management of Carrigallen Vocational School has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post Primary Schools 2017* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (D.L.P.) is Mr. Declan Conboy
- 3 The Deputy Designated Liaison Person (Deputy D.L.P.) is Mrs. Veronica Edwards
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the *Children First Act 2015* and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

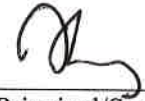
- 5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016* and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the D.E.S. and available on the D.E.S. website.

- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school’s Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, including in the case of registered teachers, those in relation to mandated reporting under the *Children First Act 2015*.
- In this school the Board has appointed the above named D.L.P. as the “relevant person” (as defined in the *Children First Act 2015*) to be the first point of contact in respect of the child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the *Children First Act 2015*.
- In accordance with the *Children First Act 2015*, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school’s procedures for managing those risks is attached as an appendix to this statement.
- The various procedures referred to in this Statement can be accessed via the school’s website, the DES website or will be made available on request by the school.
- 6 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 08<sup>th</sup> of May 2023.

Signed:   
Chairperson of Board of Management

Signed:   
Principal/Secretary to the Board of Management

Date: 8-5-2023

Date: 8.5.2023

## - Child Safeguarding Written Risk Assessment

### Written Assessment of Risk of Carrigallen Vocational School

In accordance with section 11 of the *Children First Act 2015* and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Carrigallen Vocational School.

#### 1. List of School Activities

In brackets are suggested Procedure/s which correspond to each school activity.

These Procedures are listed in Part 3 of this Risk Assessment.

Procedures 1, 2, 3, 10, 11 and 17 apply to all school activities.

1. Daily arrival and dismissal of pupils (8)
2. Recreation breaks for pupils (8)
3. Classroom teaching (12, 17 Open door policy-protocols)
4. One-to-one teaching (14,15,16)
5. One-to-one counselling (15,27)
6. Outdoor teaching activities (10, 21, supervision)
7. Sporting Activities (10, 25)
8. School outings (9, 10, 12, 19)
9. School trips involving overnight stay (9, 10, 12, 19)
10. School trips involving foreign travel (9, 10, 12, 19)
11. Use of toilet/changing/shower areas in schools (5, 6, 7, 8, 10, 19, 21)
12. Annual Sports Day (10, 19, new policy)
13. Fundraising events involving pupils (19 New policy)
14. Use of off-site facilities for school activities (10, 19 – Request facilities C.S.S. & Risk Assessment)
15. School transport arrangements including use of bus escorts (19, 11)
16. Care of children with special educational needs, including intimate care where needed, (10, 14, 15)
17. Care of any vulnerable adult students, including intimate care where needed (10, 14, 15)
18. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required (19 – New Policy and staff training)
19. Administration of Medicine (16)
20. Administration of First Aid (18)
21. Curricular provision in respect of S.P.H.E., R.S.E., Stay Safe (5, 6)
22. Prevention and dealing with bullying amongst pupils (6, 7, 19)
23. Training of school personnel in child protection matters (17)
24. Use of external personnel to supplement curriculum (24)
25. Use of external personnel to support sports and other extra-curricular activities (25)
26. Care of pupils with specific vulnerabilities/ needs such as (5, 6, 7)
27. Pupils from ethnic minorities/migrants
28. Members of the Traveller community
29. Lesbian, gay, bisexual or transgender (L.G.B.T.) children
  - Pupils perceived to be L.G.B.T.
  - Pupils of minority religious faiths

- Children in care
  - Children on C.P.N.S. (Child Protection Notification System)
27. Recruitment of school personnel including – New Policy
    - Teachers/S.N.A.'s (E.T.B. H.R.)
    - Caretaker/Secretary/Cleaners (E.T.B. H.R.)
    - Sports Coaches
    - External Tutors/Guest Speakers
    - Volunteers/Parents in school activities
    - Visitors/contractors present in school during school hours
    - Visitors/contractors present during after school activities
  28. Participation by pupils in religious ceremonies/religious instruction external to the school (New Policy)
  29. Use of Information and Communication Technology by pupils in school (20, 21)
  30. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc. (19, 21, 31)
  31. Students participating in work experience in the school (19, 29)
  32. Students from the school participating in work experience elsewhere (19, 30)
  33. Student teachers undertaking training placement in school (28)
  34. Use of video/photography/other media to record school events (20, 21)
  35. After school use of school premises by other organisations (New policy)
  36. Use of school premises by other organisation during school day (New policy)
  37. Homework club/evening study (New policy)
  38. Lunchtime Activities including additional teaching and recreational activities (7, 8, 18, 19, 21, 24, 25)
  39. After school activities including additional teaching and recreational activities (7, 8, 18, 19, 21, 24, 25, 26)

**1. The school has identified the following risk of harm in respect of its activities –**

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with S.E.N. who have particular vulnerabilities

- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

**2. The school has the following procedures in place to address the risks of harm identified in this assessment –**

The number of the suggested Procedure is in brackets after each school activity in section 1. Some of the policies listed below are a work in progress.

1. All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
2. The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
3. School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
4. The school implements in full the Stay Safe Programme
5. The school implements in full the S.P.H.E. curriculum
6. The school implements in full the Wellbeing Programme at Junior Cycle
7. The school has an *Anti-Bullying Policy* which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools
8. The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
9. The school has in place a policy and clear procedures in respect of *School Outings*
10. The school has a *Health and Safety Policy*
11. The school adheres to the requirements of the Garda Vetting legislation and relevant D.E.S. circulars in relation to recruitment and Garda Vetting
12. The school has *Codes of Conduct* for school personnel (teaching and non-teaching staff)
13. The school complies with the agreed *Disciplinary Procedures* for teaching staff
14. The school has a *Special Educational Needs Policy*
15. The school has an *intimate care policy/plan* in respect of students who require such care
16. The school has in place a policy and procedures for *the administration of medication to pupils*
17. The school –
  - Has provided each member of school staff with a copy of the school's *Child Safeguarding Statement*
  - Ensures all new staff are provided with a copy of the school's *Child Safeguarding Statement*


- Encourages staff to avail of relevant training
  - Encourages board of management members to avail of relevant training
  - Maintains records of all staff and board member training
18. The school has in place a policy and procedures for the administration of *First Aid*
  19. The school has in place a *Code of Behaviour* for pupils
  20. The school has in place an *I.C.T. Policy* in respect of usage of I.C.T. by pupils
  21. The school has in place a *Mobile Phone Policy* in respect of usage of mobile phones by pupils
  22. The school has in place a *Critical Incident Management Plan*
  23. The school has in place a *Home School Liaison Policy* and related procedures
  24. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
  25. The school has in place a policy and procedures for the use of external sports coaches
  26. The school has in place a policy and clear procedures for one-to-one teaching activities
  27. The school has in place a policy and procedures for one-to-one counselling
  28. The school has in place a policy and procedures in respect of student teacher placements
  29. The school has in place a policy and procedures in respect of students undertaking work experience in the school
  30. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations

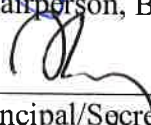
**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk.

The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on 08<sup>th</sup> of May 2023. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed:  Date: 8-5-2023  
Chairperson, Board of Management

Signed:  Date: 8.5.2023  
Principal/Secretary to the Board of Management